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**BOARD MEETINGS POLICY**

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**1.0 Purpose**

The purpose of this policy is to establish rules by which the date, time, place and agenda of all regularly scheduled meetings and the date, time, place and purpose of all special meetings of the Board are to be made available in advance to the public and news media. It is also the purpose of this policy to establish rules for attendance and presentation at any meeting where there is not room enough for all members of the public who wish to attend. This policy also establishes procedures related to the conduct of all meetings.

**2.0 Scope**

This policy shall apply to all regular and special meetings of the Board. This policy shall also establish procedures to be observed in relation to emergency meetings requiring immediate official action. School closing and consolidation hearings shall be regarded as special meetings. The notice requirements attending special meetings and the notice requirements contained in West Virginia Code § 18-5-13a and West Virginia Board of Education Policy 6204 shall be observed for such hearings.

**3.0 Definitions**

- 3.1 Regular Meeting.** The Board shall establish Regular Meeting schedules during its organizational meetings, conducted in accordance with the provisions of West Virginia Code § 18-5-1c. The agenda for all Regular Meetings shall be established by the Board President in consultation with the Superintendent.
- 3.2 Special Meeting.** A Special Meeting of the Board may be called by the President of the Board or three members of the Board. All Special Meetings must be attended with a statement of purpose. Emergency meetings, requiring immediate official action, shall be considered Special Meetings. However, the notice requirements for Special Meetings need not be fully observed in convening emergency meetings. A statement of the nature of the emergency shall be reflected in the minutes of an emergency meeting.
- 3.3 Statutory Meeting.** Any meeting that is required by statute. The same procedures that are observed in providing notice of Special Meetings shall be observed in providing notice of Statutory Meetings.

**4.0 Pre-Meeting Procedures**

- 4.1 Notice of Regular Meetings.** Notices of all Regular Meetings shall be posted and maintained on a bulletin board that is accessible to the public located in the administrative office of the Board. All such notices shall be posted at least three business days in advance of a scheduled Regular Meeting. If the notice is posted during business hours, the date of the posting shall be included as one of such three

business days. However, the date of the meeting shall not be included as one of such three business days. Each such notice shall state the date, time, place and include an agenda of the meeting. If a Regular Meeting is cancelled or postponed, a notice of such cancellation or postponement shall be posted in the same location as soon as feasible after the cancellation or postponement has been determined. Notice of Regular Meetings may also, at the discretion of the Superintendent, be published on the Internet or posted at other locations. Notice of changes to a posted agenda shall be provided in the same manner as the initial notice, except that changes must be posted at least two business days in advance of the meeting. Emergency changes to an agenda need not be posted in advance of a meeting.

- 4.2 Notice of Special Meetings.** Notices of all Special Meetings shall be posted and maintained on a bulletin board that is accessible to the public located in the Board's administrative office. All such notices shall be posted at least three business days in advance of a scheduled Special Meeting. If the notice is posted during business hours, the date of the posting shall be included as one of such three business days. However, the date of the meeting shall not be included as one of such three business days. Each such notice shall state the date, time, place and purpose of the meeting. If a Special Meeting is cancelled or postponed, a notice of such cancellation or postponement shall be posted in the same location as soon as feasible after the cancellation or postponement has been determined. Notice of Special Meetings may also, at the discretion of the Superintendent, be published on the Internet or posted at other locations.
- 4.3 Notice to Media.** The Superintendent shall cause advance notice of all Regular and Special Meetings to be provided to the media that regularly cover matters relating to the Board. The Superintendent shall cause advance notice to be provided to other members of the media upon request. Such notice shall not be required in advance of emergency meetings requiring immediate official action.

## **5.0 Meeting Procedures**

- 5.1 Compliance with Open Governmental Proceedings Act.** The President of the Board and each member of the Board shall be familiar with the provision of the Open Governmental Proceeding Act and shall undertake to observe the requirements of the Act in relation to all motions to convene in executive session. Executive sessions shall not be recorded by mechanical means; however, board minutes shall identify the authorized reason for each executive session and shall record the persons in attendance.
- 5.2 Presentations.** All persons desiring to address the Board at a Regular Meeting or a matter identified within the stated purpose of a Special Meeting must register prior to the meeting. Persons will not be required to register more than fifteen minutes prior to the time a meeting is scheduled to commence. The registration shall include the individual's name, address, topic, and group they represent, if any. In the event a group wishes to address the Board, a single individual shall be selected as the spokesperson. Persons desiring to address the Board shall be subject to a five-minute time limitation. Persons may not allot time to other speakers. No discussion or official

action may be taken on a public comment matter unless it is on the agenda for discussion and action. A matter brought up during the public comment period may appear on a future meeting for discussion or action.

5.2.a. Public Participation at Board Meetings. The Board recognizes the value to school governance of public comments/presentations on educational issues and the importance of allowing members of the public to express themselves on school matters of community interest.

The presiding officer of each Board meeting at which public participation is permitted shall administer the rules of the Board for its conduct.

The presiding officer shall be guided by the following rules:

A. Anyone having a legitimate interest in the actions of the Board may participate during the public portion of a meeting, in accordance with the rules established governing such participation herein.

B. Registration and time limitations are governed by 5.2.

C. All statements shall be directed to the presiding officer; no person may address or question Board members individually.

D. Speakers may offer objective criticism of school operations and programs, but the Board will not hear personal complaints, either in open session or executive session, about school personnel or other persons at the public session.

E. All remarks and dialogue in public meetings must be respectful and courteous, free of rude, personal or slanderous remarks. Inappropriate language and/or shouting will not be tolerated.

The presiding office may:

A. Interrupt, warn, or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant.

B. Request any individual to leave the meeting when the person does not observe reasonable decorum.

**5.3 Reconvening Meeting when Space is Limited**. In the event the place where a meeting is initially convened has inadequate space to accommodate members of the public who desire to attend or make presentations to the Board, the President of the Board may adjourn the meeting and reconvene the meeting at an alternate location on a date and at a time announced at the time of adjournment. A notice identifying the alternative location, date and time shall be posted at the location of the adjourned meeting. In the event a meeting is reconvened to a different date, the notice requirements attending Special Meetings shall be observed.

- 5.4 Telephone/Electronic Attendance. Members of the Board may attend and participate at any meeting by means of telephone or video-conference. Telephone or electronic equipment shall be configured to allow those present, including members of the public, to observe and/or hear the members who are attending and participating by telephone or other electronic means and shall also be configured to permit the absent Board Member(s) to observe and/or hear the meeting proceedings.
- 5.5 Consideration of Materials by Reference. All documents or materials that are referenced in an agenda or statement of purpose of a Special Meeting shall be available for public inspection at the meeting where such documents or materials are considered.
- 5.6 Parliamentary Procedure. The Board shall observe Robert’s Rules of Order, New Revised, as a guide for conducting its business.
- 5.7 Voting. Voting may be verbal or by a show of hands. The outcome of all votes shall be announced by the presiding officer. Any member may request a roll call vote immediately following the presiding officer’s announcement of the outcome of a non-roll call vote.
- 5.8 Quorum. Three of the five members of the Board shall constitute a quorum. A majority of those members present and eligible to vote shall be required for the passage of all motions.
- 5.9 Minutes. The Superintendent, in his or capacity as Secretary of the Board, shall cause minutes to be prepared within a reasonable time after each meeting. The minutes shall include: the date, time and location of the meeting; the name of each Board Member present and absent; a verbatim text of all motions voted upon; the names of the Board Members who moved and seconded motions; the disposition of all motions; and, if a roll call vote is requested, the vote of each Board Member by name.

**6.0 Responsibility**

This policy shall be reviewed in accordance with the Policy Review Schedule published by the Superintendent.

**AUTHORITY:** WV Code §6-9A-3

**ADOPTED:** 01/22/13

**REVISED:** 07/31/18